

3172 - SENIOR ELEVATOR INSPECTOR

NATURE OF WORK

Responsible, technical work in enforcing compliance with applicable national, state, and local laws, codes, ordinances, regulations and guidelines in the City's Building Services Department. Work involves reviewing construction plans and specifications and inspecting elevators, escalators, and other mechanical or hand conveying devices. Work involves field and office duties.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Conducts technical field inspections of conveying devices, and related equipment and building features, during various phases of construction, installation, and operation.

Detects and investigates reported and unreported hazards, possible safety problems, and violations; determines conformity with accepted standards and approved plans

Reviews installations plans, blueprints, specifications, and materials lists to determine compliance with applicable regulations and good building and construction practices and recommends approval, rejection or modification.

Issues permits and certifications dependent upon compliance with standards, and assists applicants in completing necessary forms; enters issued permits into computer data base.

Determines acceptability of qualifications of contractors engaged in work relating to conveying devices.

Testifies in court and before related boards, obtains documentation, and prepares testimony.

Prepares and maintains reports, records, and correspondence concerning enforcement and inspection activities.

Supervises the work of Elevator Inspector and Elevator Clerk. Acts as the Chief Elevator Inspector in the absence of Chief Elevator Inspector.

Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of national, state, and local laws, codes, ordinances, regulations and guidelines regarding installation, maintenance, and operation of elevators, escalators, and other mechanical or hand conveying devices.

Considerable knowledge of effective practices concerning conveying devices. General knowledge of building design and construction. Some general knowledge of good construction practices.

Ability to read and interpret blueprints, plans, drawings, specifications, diagrams, etc. and to determine conformity with established standards.

Ability to read, understand, explain, and apply regulations. Ability to make technical inspections and render valid decisions. Ability to enforce regulations tactfully, firmly, and impartially.

Ability to establish and maintain effective working relationships with other employees, agencies, and the

public. Ability to communicate effectively both verbally and in writing.

3172 - SENIOR ELEVATOR INSPECTOR

Ability to make arithmetic and statistical computations with speed and accuracy.

Ability to use appropriate computer software in analysis, calculations, and record keeping.

Ability to testify effectively in court and before related boards.

Ability to research data and originate legal documents and other instruments of law.

Ability to prepare clear and concise records, reports, correspondence, and other documentation.

Ability to complete forms legibly and accurately.

MINIMUM REQUIREMENTS

Have three (3) years full-time paid experience as a Certified Elevator Inspector.

Elevator Certificate of Competency issued by the State of Florida.

A valid Driver's License.

Valid Qualified Elevator Inspector (QEI) certificate as required by the State of Florida.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, climbing, bending, kneeling, crawling, and reaching. Must have the physical ability to bend, crawl and climb over construction sites and within building.

SUPERVISION RECEIVED

General and specific assignments are received. Work is performed with considerable latitude for the use of independent judgment. Work is reviewed on a frequent basis and evaluated through verbal and written reports.

SUPERVISION EXERCISED

May direct the work of Elevator Inspector and Elevator Clerk in the absence of Chief Elevator Inspector.

Rev. 8/02 (minimum req.)